

# 2015 INDIVIDUAL AWARDS CRITERIA

All individual award nominees must be federal employees. They can be full-time, part-time, temporary, permanent, or term appointments. Retirees who served in FY2014 are eligible.

**Final Nomination Submissions are due by 5:00 p.m. on Monday, February 16, 2015.**

## 4) Exceptional Administrative/Clerical Support Employee

This category is intended to honor support staff members who perform scheduling, coordination, correspondence, mail and file work, and other work of a general clerical nature. Please note that supervisors are not eligible for this category.

Demonstrates attributes and behaviors that would merit this recognition may include but are not limited to:

1. Smooth execution under pressure; an ability to execute what is needed in a timely manner in spite of possible chaotic environmental conditions (e.g. power outage, weather conditions, other emergencies)
2. Attention to detail; unflagging eye for accuracy and completeness in what is prepared
3. A positive outlook and professionalism in how the employee interacts with others; viewed as part of the solution

Category 4: Exception Administrative/Clerical Employee Online Nomination Form Link  
<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-4-exceptional-admin-clerical/>

### 2014 Winner

Sondra Moore, U.S. Postal Service

- Dedicated 51 years of service
- Supported business customers of approximately \$470 million in postal revenue
- Balanced perfect attendance while completing her education at Roosevelt University

## 5) Outstanding Community Service Employee

This category is intended to honor employees who perform significant volunteer service in their communities. Emphasis in assessing criteria should be on:

1. The demonstrated commitment of the employee
2. The scope of their efforts
3. The impact they had, either directly or indirectly, on improving the lives of those in need

Category 5: Admirable Community Service Employee Online Nomination Form Link  
<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-5-outstanding-community-service/>

### 2014 Winner

Ruthie Maldonado-Delwiche, Railroad Retirement Board

- Served as a volunteer consultant for over 20 years to Junior Achievement
- Volunteered with:
  - WE CARE Role Model program
  - Humboldt Park Community Services
  - The Brighton Park Neighborhood Council
  - United States Hispanic Leadership Institute
  - Chicago Federal Executive Board Community Service Committee
- Inspired, educated, and assisted fellow employees and members of the community through Railroad Retirement Board Limited English Proficiency and the Workplace Diversity Committees

## 6) Exceptional Professional Employee

This category includes those who are employed in professional work that requires knowledge customarily acquired through education, or involves certification or licensing by a governmental body or professional association.

Persons nominated in this category may be employed at any level of professional work, but they will be compared (and thus should be nominated) on the basis of competence, efficiency, and accomplishment that distinguish them in the professional field.

Examples of attributes or skills demonstrated in this area could be:

1. Teaching the workforce or the public in their field of expertise
2. Applying their expertise to solve problems previously perceived as unfixable
3. Assuming a leadership role in a standards committee or consulting other government agencies as a recognized subject matter expert
4. Making process redesign recommendations and executing same, improving efficiencies and reducing cost

Category 6: Exception Professional Employee Online Nomination Form Link

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-6-exceptional-professional-employee/>

### 2014 Winner

Geoffrey Malia, Naval Facilities Engineering Command Midwest

- Registered Architect
- National Council of Architectural Registration Board Certified
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- Served as a community planner in current and long range installations planning issues
- Programmer/planner developing large scale programs which extends several years
- Individual Military Construction Program projects that range from current year to 10 years out

## 7) Superb Program Specialist Employee

This category includes employees in any administrative or program area not specifically covered by one of the other award categories. Please note supervisors are not eligible for this category.

Qualities to be evaluated may include:

1. Skill in developing and implementing plans and strategies that facilitate:
  - a. organizational efficiency
  - b. achievements
  - c. innovation
  - d. program accomplishments

Category 7: Superb Program Specialist Employee Online Nomination Form Link  
<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-7-superb-program-specialist/>

### 2014 Winner

Magdalena Dodevska, Social Security Administration

- Five years of service (3 as a claims representative)
- Provided essential input in the document translation process
- Reduced review time from 3 months to 2 days

## 8) Outstanding Public Support Employee

This category is intended to honor employees whose primary job duty is to provide service to the public. Method of interaction may include face-to-face, telephone, or email communication.

The award seeks to recognize the skill and compassion of employees who provide direct services to the public, and the efforts of these employees to go the extra mile to ensure the public's needs are met.

Category 8: Outstanding Public Support Employee Online Nomination Form Link  
<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-8-outstanding-public-support/>

### 2014 Winner

Gregory Beach, Social Security Administration

- Effectively drew strength from peers, managers, and technicians for team building
- Dedication to team training increased benefit authorization from 83% to over 90%

## 9) Exceptional Supervisory Employee

This category includes employees who direct the work of others. This category covers supervisors or managers, regardless of the nature of the work of the subordinates. Qualities to be evaluated include but are not limited to:

1. Skill in directing or developing subordinates
2. Organizational efficiency
3. Achievements and/or program accomplishments
4. Empowers employees to be results driven
5. Streamlines or re-engineers work activities

Category 9: Exception Supervisory Employee Online Nomination Form Link

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-9-exceptional-supervisory-employee/>

### 2014 Winner

Les Theilbar, Naval Station Great Lakes

- Supervised 21 personnel across four different work centers
- Embodied Navy Core Values of honor, courage, and commitment
- Drive for excellence had a significant, positive impact on his staff, as well as the 75 military and 600 civilian personnel at Naval Station Great Lakes

## 10) Superb Tech/Program Support Employee

This category includes positions which support professional and program work. Please note supervisors are not eligible for this category.

Skills and attributes demonstrated which influence nomination in this category may include but are not limited to:

1. Diplomacy when working with technical/ program associates
2. Attention to detail
3. An ability to anticipate risk/ vulnerabilities and to call them out, addressing them so they do not have a detrimental effect on the program
4. Technical comprehension and an ability to translate complex technical issues to user friendly language so the layperson/audience can grasp the concepts and status
5. Technical proficiency in navigating the corporate systems - a “go to” person for those who work on the program
6. High level of ownership and accountability for the program and/or the technical content

Category 10: Superb Technical/Program Support Employee Online Nomination Form Link  
<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-10-superb-techprogram-support/>

### 2014 Winner

Theodore Somers, Social Security Administration

- National Coordinator for software that is used to derive accurate task time for all Quality Review field sites
- Leader of a national workgroup created to refine task times and validate workloads
- Chicago Field Site Director’s advisor in all matters related to quality review of payments to the American public

## 11) Outstanding Trades and Crafts Employee

This category includes all employees engaged in the performance of skilled and unskilled work involved in any of the manual trades, crafts, and laboring occupations (e.g., carpenter, plumber, mechanic, inspector, custodian, etc.). Employees classified as WG or WS should be nominated in this category. Employees who supervise persons working in these occupations are included.

Characteristics or attributes demonstrated that merit this recognition may include but are not limited to:

1. High inner-work standards and attention to detail that minimize defects and rework
2. Excellent listening skills and a willingness to offer insights about possible alternative approaches that would yield better results
3. Ability to execute under challenging conditions (e.g., weather related, power outages etc.)
4. Customer-centric approach
5. Strong organizational skills, coupled with a level of focus and commitment to excellence so work is “done right the first time”

Category 11: Awe-Inspiring Trades & Crafts Employee Online Nomination Form Link

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-11-outstanding-tradecrafts/>

### 2014 Winner

Melvin McLaurin, U.S. Army Corps of Engineers

- Chicago District's only fully qualified and licensed crane operator
- Successfully completed the in-house repair of the mile long Calumet Harbor detached breakwater – a 9 year, \$15M effort



## 12) JFK Leadership Excellence

The exceptional level of leadership recognized by this award touches on the attributes mirrored in the actions of our 35th President.

This category is to honor outstanding leadership skills and abilities of those persons in grades of GS-15 and above.

Qualities to be identified include:

1. Recognizing responsibility to lead means leveraging your team's talents
2. Engages their staff as professionals; makes them aware of "the good, the bad, and the ugly" so they can make the best possible informed decisions
3. Empowers employees to fully utilize their skills
4. Cultivates the next generation of leaders
5. Role-modeling a standard of excellence through principle based, high integrity leadership

Category 12: JLK Leadership Excellence Employee Online Nomination Form Link  
<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-12-jfk-leadership-excellence/>

### 2014 Winner:

Dr. Bruce Roberts, Edward Hines, Jr. VA Hospital

- Chief of Hines Mental Health Service Line (MHSL) since 2004
- Leading all VA Medical Centers in the use of tele-health visits for Veterans not living in close proximity to the care facility
- Leadership has had a profound, positive, and sustained impact on the Veterans we serve, the community, and his co-workers.
- Maintains the ethos "what is best for the Veteran"

## 13) Innovative Management Reform (NEW FOR 2015)

The individual will be awarded for demonstrating excellence in one or more of the following criteria:

1. Develops new and innovative ideas that result in significant organizational changes (can include: cost savings, organizational development, and partnerships)
2. Promotes creativity and risk-taking by implementing a broad set of intentions and supporting the result
3. Understands and develops diversity within the organization

Category 13: Innovative Management Reform Employee Online Nomination Form

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-13-innovative-management-reform/>